



## POSITION DESCRIPTION

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<b>CLASSIFICATION TITLE</b>	<b>Team Leader</b>	<b>WORK AREA</b>	<b>Road Operations</b>
<b>CLASS CODE</b>	<b>5600/Non-exempt</b>	<b>EFFECTIVE DATE:</b>	<b>October 26, 2000</b>

### FUNCTION

Responsible for work involving the supervision and instruction of crews performing road construction and highway maintenance, new construction or the operation of heavy equipment.

### EDUCATION AND EXPERIENCE

High School Diploma or GED and three (3) years experience in the maintenance and construction of roads, bridges and highways, including one (1) year of supervisory experience. *A comparable amount of education, training, or experience may be substituted.*

### SPECIAL REQUIREMENTS

Thorough knowledge of effective operating procedures and traffic and highway safety rules and regulations utilized in road and highway maintenance and new construction. Knowledge of the types, uses and operating procedures of equipment used in road maintenance.

Ability to operate heavy equipment utilized in the maintenance and construction of roadways. Ability to effectively supervise personnel in a manner conducive to full performance and high morale. Ability to understand and transmit oral and written instructions effectively. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to maintain accurate records. Ability to deal with the public in an effective and cooperative manner.

Must possess and maintain a valid Florida Commercial Driver's License Class "B".

Positions working in the herbicide application area are required to possess and maintain certification as a Florida Applicator of Chemicals License, Public Classification, which includes Right-of-Way and Aquatic License, or the ability to obtain certification within six (6) months of employment.

### ESSENTIAL FUNCTIONS

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Supervises an assigned area that may include construction, drainage, grading, utility work or maintenance. Supervises, schedules and coordinates activities of work crews in road maintenance and on new road construction projects.

Performs and directs work of preparing road surfaces, laying asphalt, patching, laying and preparing drainage pipes, construction and maintenance of curbs, sidewalks, fencing and mowing/maintenance of shoulders and right of ways. May operate graders or heavy equipment in finishing lime rock surfaces or roads to exact specifications of engineering plans or as needed to complete road construction and maintenance projects.

Inspects work while in progress, modifies or adjusts work methods as necessary, and instructs crew in all phases of road highway maintenance and construction, to include job safety. Performs emergency and weekend duty when necessary.

Supervises daily maintenance and operation of assigned equipment, and control of supplies and materials. Completes daily timesheets, production reports and tickets for materials on assigned work projects.

May initiate and effectively recommend to the supervisor for final approval by the Department Director, hiring, termination, performance evaluations, disciplinary and commendatory actions for assigned staff.

Performs other duties as assigned or as may be necessary.

### WORKING CONDITIONS

The work environment for this position is outdoors working in all types of weather and road construction sites. Incumbent may be exposed to high noise levels, dust, dirt, fumes, vapors, and machinery. Incumbents may be required to walk on uneven terrain, lift heavy objects, stoop, kneel or stand for prolonged periods of time.